



COMMUNITY DEVELOPMENT DIVISION
FREDERICK COUNTY, MARYLAND
Department of Permits and Inspections

30 North Market Street • Frederick, Maryland 21701
Phone (301) 600-3474 • Fax (301) 600-2309

**PERMIT INFORMATION
MINOR LOGGING**

(required when earth disturbance is over 5,000 square feet or cut and fill is over 100 cubic yards)

Check each box after verifying that
requirement is met for submittal.

SUBMISSION REQUIREMENTS

Verified by Staff:
Date:

- ☐ 1. Completed, Attachment (A) Minor Logging/Standard Sediment Control Plan Application.
- ☐ 2. Property located in a Resource Conservation Zoning District requires a letter from the Frederick County Forest Conservancy Board. Attachment (B) Sample
- ☐ 3. Three copies of plot plan. When at all possible, a legal survey should be used. If a survey is not being used, the plot plan can be drawn by hand. It must be legible and needs to include the following:
 - ☐ Shape and size of property, including all property lines (and property line dimensions if possible)
 - ☐ Acreage of the property
 - ☐ North direction arrow
 - ☐ Property Owner name(s)
 - ☐ Street Address of property
 - ☐ All natural resources include: streams, floodplain, ponds, etc.
 - ☐ Limits of disturbances
 - ☐ Entrance to property
 - ☐ Existing and Proposed drainage paths
- ☐ 4. Print out from the Maryland Department of Assessments and Taxation Real Property Data website www.dat.state.md.us.
- ☐ 5. Fees are due at the time of application.

Minor Logging Permit

\$ 89.00 Minor Grading Review/Inspection Fee

\$ 60.00 Soil Conservation District Review Fee

\$ 149.00 TOTAL

PROCEDURES

STEP ONE - APPLY FOR THE MINOR LOGGING/STANDARD SEDIMENT CONTROL PLAN

- ➔ Applications are accepted in the Department of Permits and Inspections at 30 North Market St.
- ➔ Applications are accepted Monday through Friday, (excluding County holidays) between 8:00am and 3:30pm.
- ➔ To ensure adequate time to complete your submittal, please apply prior to 3:00 pm.

STEP TWO - OBTAIN REVIEW APPROVALS

During processing, the Logging application will be reviewed by Environmental Compliance, Stormwater Management, Soil Conservation District and Zoning for approval. If there is any additional information required from you, you will receive a hold notice in the mail.

Issuance: The approved Grading Permit will be delivered to the applicant usually within 24 hours of issuance.

STEP THREE - PROVIDE PROPER NOTIFICATIONS

Pre-Notification:

Notice shall be provided to Environmental Compliance Section (ECS) at least 24 hours prior to commencing work.

Notice of Completion:

Notice shall be provided to Environmental Compliance Section (ECS) within 5 days of completing and stabilizing the earth disturbance. Failure to provide a notice of completion and receive an acceptable inspection could result in the assessment of a permit renewal fee.

GENERAL INFORMATION REGARDING MINOR LOGGING

- ➔ Grading Applications are non-transferable and non-assignable.

General Information	301-600-2313
Customer Service Supervisor (<i>Processing or Fee Questions</i>)	301-600-1089
Zoning Reviewer (<i>Plot Plans, Land Use, Flood Plain</i>)	301-600-1143
Environmental Compliance (<i>Performance Agreements and Securities</i>)	301-600-3474
Forest Conservancy Board, Secretary	301-473-8477
Soil Conservation District Reviewer	301-695-2803 x 3

FREDERICK COUNTY COMMUNITY DEVELOPMENT DIVISION

Department of Permits and Inspections
30 NORTH MARKET STREET
FREDERICK, MARYLAND 21701
301-600-2313 GENERAL INFORMATION
301-600-3507 ENVIRONMENTAL COMPLIANCE



ATTACHMENT (A) - Minor Logging

A/P #
Process
Date:
Application Reviewed By (initials):

Minor Logging Application

CONTACT INFORMATION

PROPERTY OWNER

Name(s):		
Current street address for above person(s):		
Town:	State:	Zip:
Daytime Telephone Number:		
E-mail Address:		

PROPERTY INFORMATION

Property Address of Jobsite:		
Town:	State:	Zip:
Description of Property Location if No Assigned Address:		
Eight Digit Property Tax ID: (account)		
Is Property Zoned Resource Conservation? YES <input type="checkbox"/> NO <input type="checkbox"/>		
Logging activity occurring within a property zoned resource conservation, requires a review and letter by the Forest Conservancy Board (Contact 301-473-8477)		
Tract Identification if Applicable:		
Description of Work:		

FORESTER'S INFORMATION

Company name (only complete when Forester is applying):		
Current street (mailing) address for Forester:		
Town:	State:	Zip:
Maryland Licensed Forester Number:		
Contact Person for Forester:		
Forester Telephone Number:		
E-mail Address:		

OPERATOR'S INFORMATION

Company name (only complete when Contractor is applying):		
Current street (mailing) address for Contractor:		
Town:	State:	Zip:
Forest Product Operator Lic. No:		
Contact Person for Contractor:		
Contractor Telephone Number:		
E-mail Address:		

LOGGING/GRADING DETAILS

Please Check the Appropriate Box:	Clear Cut? <input type="checkbox"/>
	Selective Harvest? <input type="checkbox"/>
Cleared Forest Area: (SF)	
The square footage of a forested area where the proposed removal of trees will result in leaving less than 100 trees per acre, where 50% or more of those trees are 2 inches or greater is caliper. *Forest clearing greater than 20,000 square feet is subject to the Forest Resource Ordinance (FRO) requirements. If applicable a "Declaration of Intent" may be used to provide exemption from FRO requirements.	

Total Property Area: (SF)
Total Disturbed Area: (SF)
Defined as surface area (length times width) of any excavating, stockpiling, scraping, grubbing, root mat or top soil disturbance or any combination thereof.
Total Qty. of Cut and Fill: (CY)
The measurement of the volume of excavation cut and /or fill as measured by the surface area times depth or height divided by 27

Minor Logging Application

PLEASE READ CAREFULLY AND ANSWER ALL QUESTIONS

Conditions Declaration: (If any of the conditions below are Yes, the project is non-standard. You must submit a plan prepared by a licensed professional forester.)

Please Answer Yes or No (Y or N)

1. Will the roads or skid trails gradient exceed 15%? -----
2. Will there be any grade change exceeding two (2) feet of cut or fill? -----
3. Will the landing decks or loading areas exceed a 10% slope gradient? -----
4. Will the harvest area and/or its access be located within a wetland or its buffer, or a stream buffer? -----
5. Will there be any streams, watercourses, springs or flowing water crossed? -----

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

IMPORTANT PLEASE READ CAREFULLY

Limitations

- A. This standard erosion and sediment control plan may be used instead of a detailed plan for earth disturbances where all of the following conditions are met:
1. No more than 30,000 square feet of earth will be disturbed and no more than 500 cubic yards of cut or fill will occur.
 2. No slope steeper than 3 horizontal to 1 vertical (3:1) will be disturbed or created.
 3. Cuts and/or fills will not exceed 10 feet in depth or height.
 4. No earth disturbance shall occur within the limits of the 100-year floodplain of any stream, or 100 feet of any perennial stream.
 5. No earth disturbance shall occur within 25 feet of any nontidal wetland or within 100 feet of any nontidal wetland of special State concern.
 6. The proposed work does not require a State Waterway or Wetland Permit.
 7. There is no contiguous land undergoing development by the same owner, builder, developer.

Conditions

- A. Nothing herein relieves the applicant from complying with any and all federal, State and local requirements(e.g., Stormwater Management, Forest Conservation, Grading, etc.).
- B. Duly authorized representatives of Frederick County shall be guaranteed right of entry to the property to inspect site work, materials, and plan conformance.
- C. This agreement is subject to revocation by either Frederick County ECS or appropriate SCD whenever determination is made, and notice is given, that the applicant is in violation of County Ordinance and/or the limitations, conditions or requirements specified by this agreement.
- D. This Agreement is valid for a period of one (1) year and must be renewed at least 60 days prior to expiration.

Requirements

- A. Erosion and sediment control measures shall be installed prior to any earth disturbance except that necessary for installation of the controls.
- B. All erosion and sediment control practices shall be installed and maintained according to the criteria contained in the most recent version of the Maryland Standards and specifications for Soil Erosion and Sediment Control.
- C. All clearing and grading shall be completed in the following sequence:
1. Limit initial clearing and grubbing for the installation of the construction entrance, perimeter controls, and any remaining controls.
 2. Install the stabilized construction entrance, perimeter silt fence, and any other sediment controls.
 3. Provide temporary stabilization of any area that will not be actively graded within seven (7) days.
- D. All erosion and sediment control devices require continual maintenance. Any controls that are damaged or disturbed shall be restored or repaired before the end of each day.
- E. Development activities shall not impair any drainage, create an erosion hazard, or create a source of sediment to any adjacent watercourse, wetland or property.
- F. Any pumping of water must be filtered and done in accordance of "B" above.
- G. Following initial soil disturbance or re-disturbance, permanent or temporary stabilization shall be completed within three (3) calendar days on the surface areas of all sediment controls, stockpiles, and perimeter slopes: and seven (7) days for all other disturbed area on the site, not being actively graded.

Minor Logging Application

CERTIFICATION AND SIGNATURE OF RESPONSIBLE PERSON

I, the undersigned, do hereby declare that the information contained herein and on any accompanying documentation is true, correct and complete to the best of my knowledge, and that I have the authority to make this application. I further certify that duly authorized representative of Frederick County shall be guaranteed right of entry to the property to inspect site work, materials and plan conformance. I understand that intentional falsification and/or non-compliance with any of the terms and conditions set forth in this or accompanying documents may result in a Stop Work Order, Civil Penalty or Criminal Charge depending on the severity, at the County's discretion.

Signature of APPLICANT

Date

Please Print Name

Soil Conservation District Approval By:

Date

Nothing herein relieves the applicant from complying with any and all Federal, State and Local regulations that may be involved in conjunction with this application.

DECLARATION OF INTENT

The undersigned owner(s) of the real property described in this application hereby declare my (our) intention to continue and/or place into commercial forestry use. This being done in accordance with the provisions as found in the Frederick County Forest Resource Ordinance (FRO) and COMAR 08.19.01.04 for a period of at least five (5) consecutive, full, taxable years, following the date of the approved site plan or permit.

This declaration grants an exemption for commercial forestry activities under the FRO. If said land does not remain in commercial forestry use, the owner must notify the Frederick County Division of Permit and Development Review. If the owner makes application for an activity, regulated under the FRO, on all or part of the parcel within the five (5) year period, the Division may require the owner to meet the forest conversation threshold, established in the FRO and COMAR 08.19.13. The Division may also assess a noncompliance fee for forested area cut in violation of the forestry exemption.

I (We) declare, under the penalties of law, that this declaration, including any accompanying forms and/or statements, has been examined by me (us) and the information contained here, to the best of my (our) knowledge, information and belief, is true, correct and complete.

Signature of OWNER

Date

Please Print Name

I HEREBY CERTIFY that on this the _____ day of _____, 20_____, before me, the Subscriber, a Notary Public in and for the State and County aforesaid, personally appeared _____ known to me (or satisfactorily proven) to be the person(s) who/whose name(s) is/are subscribed to within instrument, and acknowledge the foregoing application to be his/her act for the purposes therein contained.

Witness my hand and Seal

NOTARIAL
SEAL

Notary Public Signature

Notary Printed Name

My Commission Expires: _____

Frederick County Forestry Board
Timber Harvest Exam

June 19, 2009


Dear

I met with members of the Frederick County Forestry Board on June 18, 2009 to review the timber harvest plan submitted by : for your property. In addition, since you enrolled your Stewardship Plan dated May, 2006 into a Tax Reduction program I also evaluated the marking for compliance to this plan. Having reviewed the marking both the Forestry Board members and I have concluded that the marking is in compliance with both plans. Therefore we approve the marking and the plan.

The present depressed economic conditions may affect the bid prices for this material. Please be assured that you can delay this harvest if this is the case to wait for conditions to improve.

Please call if you have any questions. I can be reached at 301-473-8417.

Sincerely,


Michael F. Kay
Secretary, Forestry Board
8602 Gambrill Park Road
Frederick, MD 21702